

## READINESS NCO

1. **INTRODUCTION:** This position is located in Company/Detachment size units of the Army National Guard. The purpose is to provide supervisor manpower to enhance the readiness status of units. Readiness encompasses training, mobilization planning, supply, maintenance, pay, and personnel functions relating to the welfare of the soldiers and mission capability. The readiness NCO will be involved in the day-to-day conduct and supervision of these functions and act as the commander's representative and spokesman in the daily operation of the unit to ensure the highest readiness status of the unit.

2. **DUTIES AND RESPONSIBILITIES:** Responsible for the supervising the successful accomplishment of the commander's mobilization readiness objectives. Anticipates and recommends solutions for needs of the unit in all aspects of mobilization readiness. Duties include:

a. Advises the commander on training, logistics, personnel and unit mobilization plans including preparation of units vehicle load plans, unit movement plans, convoy clearance request, preparation of the unit's mobilization directives and regulations. Obtains all required data for the unit status report and assists the commander in preparing readiness reports as prescribed in AR 220-1. Completes(TAMM), request for training, tracks unit training schedules, APFT reports, and ammo request. Supervises the drafting of training schedules for approval that comply with command guidance and directives and the publications of higher headquarters. Supervises the maintenance of the unit training library, unit training library, and related training equipment and aids. Establishes a direct line of communication with training and mobilization action personnel at higher headquarters.

b. The Readiness NCO supervises the duties performed by the unit's full-time personnel. Responsible for ensuring that the commander's concept of operations for the full-time personnel is executed and for advising the commander and supervisory personnel on the status and efficiency of the full-time personnel.

c. Overall responsibility for school requests through ATRRS and orders input through AFCOS. Advises personnel on military education requirements and prepares application for army service schools. Supervises the maintenance of records for the above programs. Monitors the progress of officer and enlisted personnel, and ensures that qualification information is provided to the personnel section for personnel records updating.

d. Attends all unit training assemblies, additional training assemblies, and annual training periods. Provides assistance and guidance in the preparation for and execution of unit training and other mobilization readiness related activities. Ensures that preparatory visits are conducted as necessary to training sites to ensure availability of

such sites and to procure training areas, ranges, training equipment, and other facilities required by the unit.

e. Responsible for supervising the implementation and accomplishment of the Individual Training and Evaluation Program as prescribed in AR 350-37, and of the Army Training Management System (ATMS) at company/detachment level. Responsible for supervising and the control of materials, publications, and soldier's manuals. Furthermore, responsible for monitoring individual training records and keeping the commander informed on the individual training status of the unit personnel.

f. Works directly with the commander in monitoring the recruiting and retention activities of the unit. Is directly involved in the maintenance of strength and personnel readiness issues of the unit to include employer support and family programs.

g. Responsible for the overall supervision of all pay, personnel, and administrative activities of full-time personnel in caring for the welfare of unit soldiers. Establishes procedures to be followed in the resolution of all personnel related matters and supervises those procedures until eventual solution. Establishes a direct line to communication with pay, administrative, and supply action personal proficiency in all supply, and personnel procedures.

h. Performs other duties as assigned.

### **TRAINING NCO**

1. INTRODUCTION: This position is located in company/detachment size units of the Army National Guard. The purpose is to provide full-time support individual to develop and administer a unit training program to enhance training and improve the mobilization readiness status of the unit. The Training NCO will perform daily training and mobilization functions and provide day-to-day supervision of the unit training program.

#### **2. DUTIES AND RESPONSIBILITIES:**

a. Advises the commander on training, logistics, personnel and unit mobilization plans including preparation of units vehicle load plans, unit movement plans, convoy clearance request, preparation of the unit's mobilization directives and regulations. Obtains all required data for the unit status report and assists the commander in preparing readiness reports as prescribed in AR 220-1. Completes(TAMM), request for training, tracks unit training schedules, APFT reports, and ammo request. Supervises the drafting of training schedules for approval that comply with command guidance and directives and the publications of higher headquarters. Supervises the maintenance of the unit training library, unit training library, and related training equipment and aids. Establishes a direct line of communication with training and mobilization action personnel at higher headquarters.

b. The Readiness NCO supervises the duties performed by the unit's full-time personnel. Responsible for ensuring that the commander's concept of operations for the full-time personnel is executed and for advising the commander and supervisory personnel on the status and efficiency of the full-time personnel.

c. Overall responsibility for school requests through ATRRS and orders input through AFCOS. Advises personnel on military education requirements and prepares application for army service schools. Supervises the maintenance of records for the above programs. Monitors the progress of officer and enlisted personnel, and ensures that qualification information is provided to the personnel section for personnel records updating.

d. Attends all unit training assemblies, additional training assemblies, and annual training periods. Provides assistance and guidance in the preparation for and execution of unit training and other mobilization readiness related activities. Ensures that preparatory visits are conducted as necessary to training sites to ensure availability of such sites and to procure training areas, ranges, training equipment, and other facilities required by the unit.

e. Responsible for supervising the implementation and accomplishment of the Individual Training and Evaluation Program as prescribed in AR 350-37, and of the Army Training Management System (ATMS) at company/detachment level. Responsible for supervising and the control of materials, publications, and soldier's manuals. Furthermore, responsible for monitoring individual training records and keeping the commander informed on the individual training status of the unit personnel.

f. Works directly with the commander in monitoring the recruiting and retention activities of the unit. Is directly involved in the maintenance of strength and personnel readiness issues of the unit to include employer support and family programs.

g. Responsible for the overall supervision of all pay, personnel, and administrative activities of full-time personnel in caring for the welfare of unit soldiers. Establishes procedures to be followed in the resolution of all personnel related matters and supervises those procedures until eventual solution. Establishes a direct line to communication with pay, administrative, and supply action personnel proficiency in all supply, and personnel procedures.

h. Performs other duties as assigned.

3. SUPERVISORY CONTROL: Works under the direct supervision of the Readiness NCO or the senior full-time support soldier. Receives technical guidance from supervisory personnel at higher headquarters. Accomplishes daily requirements independently in accordance with established policies. Performance is evaluated based upon accomplishment of established objectives.

**SUPPLY NCO**

1. INTRODUCTION:
2. DUTIES:
3. SUPERVISION:
4. MILITARY ASSIGNMENT AND MAXIMUM GRADE